

MANSFIELD TOWNSHIP COMMITTEE MEETING

November 28, 2012

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star-Gazette and the Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Salute to the flag was done by all.

PRESENTATION OF AWARDS:

Mayor Tomaszewski presented awards to officers from the Mansfield Township, Independence Township, and Town of Hackettstown Police Department.

APPROVAL OF THE MINUTES:

Mr. Clancy stated that the only change that needed to be made to the minutes was to reflect that Mr. Smith was not present.

Mr. Watters made a motion to approve the minutes from the November 14, 2012 meeting with the changes, which was seconded by Mr. Clancy.

Ayes: Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: Mr. Smith

PAYMENT OF BILLS:

Mr. Clancy made a motion to approve the bill list, which was seconded by Mr. Watters.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: None

FINANCE REPORT:

Mr. Pandos explained that he has been working on getting companies for payroll, fixed assets, and banking.

Mr. Pandos went through the quotes for the fixed assets with the Township Committee.

Mr. Pandos recommended Acclaim for the fixed assets inventory with a \$500 threshold for items and the quote is in the amount \$2,500.

Mr. Watters made a motion to use Acclaim for the fixed assets inventory, which was seconded by Mayor Tomaszewski.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: None

Mr. Pandos went through the quotes for payroll companies.

Mr. Pandos recommended CASA.

Mr. Watters made a motion to approve CASA as the payroll company for the year 2013, which was seconded by BS.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: None

Mr. Pandos reminded everyone about the metal, rigid plastics, and electronics event will be this Saturday at the new DPW garage from 8:30 to 12:30pm.

Mr. Pandos asked that the Municipal building be closed on December 19 between 12 and 2pm for a holiday party for the administrative staff.

Mr. Pandos stated that 64 residents attended the shredding event and went through the totals.

Mr. Watters made a motion to order a new police car to replace 28-05, which was seconded by Mr. Tomaszewski.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: None

CLERKS REPORT:

Ms. Hrebenak stated that the Committee was given a copy of the purposed contract for IT.

Mr. Watters stated that he would like the Township Attorney and Finance to look over the contract.

Ms. Hrebenak stated that she had given the Township Committee the quote for the Website rebuild in the amount of \$2600 and maintenance at \$250 per month.

Mayor Tomaszewski made a motion to have Scott Gaskill rebuild the site and have him maintain the website, which was seconded Mr. Watters.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None
Abstain: None

ENGINEERS REPORT:

Mr. DiSessa explained that the electrician for the generator did the conduit last week and that the generator will be in the week of December 10, 2012.

Mr. DiSessa stated that there was an application for Zoning for the reconstruction of a billboard on the Woodland Auto Property the land use board agreed that it would be ok to be rebuilt as long as it meets the setbacks and they requested that the Township Committee allow this rebuild with it conforming with the setbacks.

Mr. Watters made a motion to have the sign replaced with the appropriate setbacks and DOT approval if needed, which was seconded by Mayor Tomaszewski.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Nays: None
Absent: None
Abstain: None

PUBLIC PORTION:

Carol Thompson, Route 57, asked about the requirement for DOT with the Route 57 Byway the billboard would need to go before DOT for approval.

Don Profroch, Diamond Hill, asked if the payroll services would be paid for the month of January to two different payroll companies.

Mr. Pandos explained that there would be different services from the two payroll companies.

Mr. Profroch explained the cost savings to the township with the website conversion.

RESOLUTION:

TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY

RESOLUTION # 2012 –97

TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount,

SECTION 1,

NOW, THEREFORE BE IT RESOLVED that the Township of Mansfield, County of Warren, hereby requests the Director of the Division of Local Government Services to approve the increase of \$ 1,550.79 for an item of revenue in the budget of the year 2012 as follows:

Miscellaneous Revenues –

Revenue Offset with Appropriations – Body Armor Grant

Total with increase to be \$ 1,550.79

SECTION 2,

BE IT FURTHER RESOLVED that a like sum of \$ 1,550.79 be and the same is hereby appropriated under the caption of:

General Appropriations –

Public & Private Programs Offset by Revenues – Body Armor Grant

State Share \$ 1,550.79

Non State Share \$

Total with increase to be \$ 1,550.79

FURTHER RESOLVED that two certified copies of this resolution with a copy of the appropriate documentation be forwarded to the Division of Local Government Services.

Mr. Watters made a motion to approve the passage of Resolution 2012-97, which was seconded by Mr. Clancy.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: None

RESOLUTION # 2012-98
FOR TRANSFER OF FUNDS
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, there are insufficient funds in some of the 2012 budget line items; and

WHEREAS, N.J.S.A. 40A:4-58 permits the transfer of funds from accounts with a surplus to cover such demands,

NOW, THEREFORE BE IT RESOLVED, (not less than two-thirds of all members thereof affirmatively concurring) that the Acting Chief Financial Officer of Mansfield Township, County of Warren, State of New Jersey, is hereby authorized to make the following transfers in accordance with the provision of this resolution:

CURRENT FUND

| <u>Account:</u> | <u>From:</u> | <u>To:</u> |
|-------------------------|---------------------|--------------------|
| Financial Admin. S/W. | \$18,805.00 | |
| Planning Board O/E | \$10,000.00 | |
| Finance O/E | | \$ 2,000.00 |
| Buildings & Grounds O/E | | \$ 6,000.00 |
| Police S/W | | \$19,500.00 |
| Clerk O/E | | \$ 1,305.00 |
| TOTALS | \$ 28,805.00 | \$28,805.00 |

Mr. Watters made a motion to approve the passage of Resolution 2012-98, which was seconded by Mr. Smith.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: None

RESOLUTION # 2012 –99

A RESOLUTION TO PROVIDE FOR AND DETERMINE THE HOURLY WAGE FOR
TOWNSHIP EMPLOYEES

BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

The hourly wage for the following employees is as follows:

| | | |
|------------------------------------|----------------|-------------------|
| Part-Time Laborer/Snow Plow Driver | Timothy Norton | \$ 20.00 Per Hour |
| Part-Time Laborer/Snow Plow Driver | Andrew Parks | \$ 20.00 Per Hour |

Mr. Smith made a motion to approve the passage of Resolution 2012-99, which was seconded by Mayor Tomaszewski.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, , Mayor Tomaszewski

Nays: Mrs. Kocher

Absent: None

Abstain: None

Township of Mansfield
County of Warren

RESOLUTION # 2012-100

A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR
AFFORDABLE HOUSING TRUST FUND (ADMINISTRATIVE EXPENSES) REQUIRED BY NJSA40A: 12A-3
ET SEQ.

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance, and

WHEREAS, NJSA40A: 12A-3 et seq. provides for receipt of Affordable Housing Trust Fund (Administrative Expenses) by the municipality to provide for the operating costs to administer this act; and

WHEREAS, N.J.S.A. 40A:4-39 provides the dedicated revenues anticipated from the Affordable Housing Trust Fund (Administrative Expenses) are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

- The Township Committee does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Affordable Housing Trust Fund (Administrative Expenses) NJSA40A: 12A-3 et seq.
- The Municipal Clerk of the Township of Mansfield is hereby directed to forward two certified copies of this resolution to the Division of Local Government Services.

Mrs. Kocher made a motion to approve the passage of Resolution 2012-100, which was seconded by Mr. Clancy.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: None

Township of Mansfield
County of Warren

RESOLUTION # 2012-101

A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR AFFORDABLE HOUSING TRUST FUND (MARKET TO AFFORDABLE PROGRAM) REQUIRED BY NJSA40A: 12A-3 ET SEQ.

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance, and

WHEREAS, NJSA40A: 12A-3 et seq. provides for receipt of Affordable Housing Trust Fund (Market to Affordable Program) by the municipality to provide for the operating costs to administer this act; and

WHEREAS, N.J.S.A. 40A:4-39 provides the dedicated revenues anticipated from the Affordable Housing Trust Fund (Market to Affordable Program) are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

- The Township Committee does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Affordable Housing Trust Fund (Market to Affordable Program) NJSA40A: 12A-3 et seq.
- The Municipal Clerk of the Township of Mansfield is hereby directed to forward two certified copies of this resolution to the Division of Local Government Services.

Mrs. Kocher made a motion to approve the passage of Resolution 2012-101, which was seconded by Mr. Watters.

Ayes: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: None

EXECUTIVE SESSION: Contract Negotiations

Return to regular session at 9:15pm.

Roll Call: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

COMMITTEE PERSON COMMENTS

Mrs. Kocher stated that she and Ms. Hrebenak interviewed 5 candidates for the Deputy Clerk/ Deputy Registrar position and there are more scheduled for later this week. Mrs. Kocher stated that she would have a synopsis for the committee by the next meeting and her recommendations.

Mrs. Kocher stated that there is a class through Statewide Insurance and she would like Ms. Hrebenak to attend.

Mr. Watters motion to adjourn at 9:22pm.